

COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
 PERIOD JULY 1, 2011 - JUNE 30, 2012
 Deadline: July 13, 2012

1. DEPARTMENT/COURT INFORMATION:

Department/Court: HHSA/ Behavioral Health Services

Division/Unit: Case Management

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. of Vol. 2 Hours 59 X \$ 21.79 = \$ 1285.61

Types of work performed by GENERAL VOLUNTEERS in this category:

Volunteers in this capacity have assisted this office in the following ways: helping case managers with client related clerical and non clinical client requests, assisting and planning in group activities, writing memos, assist with filing, attend meetings, assist with client follow up/ support, completion/ distribution of client forms and surveys, developing resource guides for clinician use, organization to increase productivity/ efficiency, etc.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol. 0 Hours 0 X \$ 21.79 = \$ 0

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

Benefit	Position	Hours	X	VCL	=	Dollar
	<u>N/A</u>	<u>0</u>	<u>0</u>	<u>0</u>		

No. of Vol	0	Total Hours	0	Total Value =	\$ 0
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	<u>2</u>	<u>59</u>	<u>1285.61</u>
2b.	<u>0</u>	<u>0</u>	<u>0</u>
2c.	<u>0</u>	<u>0</u>	<u>0</u>
Total Vol.	<u>2</u>	Total Hours <u>59</u>	Total Value = <u>\$ 1285.61</u>

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: N/A Value: 0

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

TOTAL VALUE = \$ 0

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 22 X Rate 28.37 = \$ 624.14

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 12 X Rate 28.37 = \$ 340.44

c

Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
N/A	0
<u>TOTAL OF OTHER PROGRAM COSTS</u>	<u>= 0</u>

d. TOTAL OF VOLUNTEER PROGRAM COST = \$
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 1285.61
b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 0
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ 964.58

TOTAL PROGRAM BENEFIT

\$ 321.03

6. RECRUITING:

Please describe your recruiting programs:

Our program relies on a variety of sources to recruit volunteers. These include Volunteer San Diego (now defunct), Union Tribune Classifieds, direct calls from volunteers to Human Resources department, mental health administration, or Case Management offices, and word of mouth. We also have access to SDSU and their MSW program to recruit volunteer interns to assist our program in exchange for providing guided exposure to clinical populations.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Volunteers have assisted with many clerical tasks to leave clinicians more time to help clients in other matters. Depending on the need of the case managers, volunteers have been able to assist in other miscellaneous tasks such as assistance with paperwork. Volunteers assisted with distribution of annual client satisfaction surveys.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2011-2012:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Focus on utilizing a wide range of volunteers to match the needs of the clients in the program. We have in the past achieved an annual program recognition event for volunteers as of this year although we were not able to have one this year. We also hope to utilize more volunteers coming out of the educational and mental health community as well as to retain volunteers for a longer duration of time. As some of our

volunteers are in educational programs for related fields as our clinicians have completed, it would be desirable to have them one day successfully return to either our office or a contacting agency as a paid employee doing similar tasks.

9. GENERAL INFORMATION:

Name of Person Completing Report: Hannah Koh, MFT
Phone Number: 619-692-8714 Mail Stop: P547 E-Mail: Hannah.koh@sdcounty.ca.gov

Volunteer Coordinator: Hannah Koh, MFT
Phone Number: 619-692-8714 Mail Stop: P547 E-Mail: Hannah.koh@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:

Kathleen Sorahan
5/30/12
DEPARTMENT HEAD SIGNATURE DATE
Mental Health Program Manager